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**ENGINEERING-SCIENCE, INC.** a unit of  
**PARSONS ENVIRONMENTAL SERVICES, INC.**

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August 22, 1994



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Mr. Randy T. Ogg  
EG&G Rocky Flats, Inc.  
Rocky Flats Plant, Bldg. 080  
P.O. Box 464  
Golden, Colorado 80402-0464

Re: Task Order MTS 343780GG3 under Master Task Subcontract  
MTS 225453RR  
OU4 Phase I and Phase II Requirements  
Minutes of OU4 Program Coordination Meeting of August 15, 1994

Dear Mr. Ogg:

Enclosed are the minutes of the subject meeting for your review and comment. Comments on these minutes will be recorded in the minutes of the next program coordination meeting, currently scheduled for Monday, August 29, 1994.

If you have any questions or require additional information, please contact Mr. Phil Nixon (Phase I) at 764-8811, or Mr. Pete Holland (Phase II) at 764-8883.

Sincerely,

Phil A. Nixon  
Project Manager, Solar Pond Phase I

Peter J. Holland, P.E.  
Project Manager, Phase II RFI/RI

cc:

A. Ledford, EG&G  
S. Paris, EG&G  
K. Ruger, EG&G  
M. Austin, EG&G  
M. McKee, EG&G  
J. Pennel, EG&G  
EG&G Records (2)  
(c/o C. Horne)

P. Breen  
R. Cropper  
G. DeWeese  
J. Evans  
R. Henry  
N. Hilmar  
T. Kuykendall

J.P. O'Brien  
A. Putinsky  
C. Rosé  
R. Stegen  
R. Schmeirmund  
R. Wilkinson  
Central Files



ADMIN RECORD

A-DU04-000698

**Minutes of Meeting  
OU4 PROGRAM COORDINATION**

**August 15, 1994**

The OU4 Program Coordination Meeting was held at the Parsons/Engineering-Science, Inc. (ES) offices on August 15, 1994. The meeting was convened to coordinate the programmatic reporting requirements and status of the OU4 Phase II Requirements project (Task Order MTS 343780GG3) with the ongoing efforts for the OU4 Phase I RFI/RI (Task Order MTS 236642GG) and the OU4 Phase I IM/IRA (Task Order MTS 343756GG3). All of these projects are being performed under the Master Task Subcontract MTS 225453RR between Parsons/ES and EG&G.

The meeting is planned to be a regular weekly meeting, convening at 8:00 am each Monday. A standard Agenda has been developed as an action during the first several weekly meetings.

**A. ATTENDEES**

Participants in the meeting were:

- R. Ogg, EG&G
- K. Ruger, EG&G
- P. Holland, Parsons/ES
- A. Putinsky, Parsons/ES
- P. Nixon, Parsons/ES

**B. PURPOSE**

The meeting was convened to review the status and discuss the scheduling, budgeting, and accounting for the OU4 projects.

**C. AGENDA**

The Agenda prepared for the meeting is attached.

EG&G and Parsons/ES will coordinate by Friday of each week to identify the planned items to be included on the agenda under "Other Issues" for the following Monday meeting. **Action:** EG&G and Parsons/ES.

## **D. DISCUSSIONS**

### **1. Review of Prior Minutes**

The minutes of the July 18, 1994 meeting had been issued and distributed on July 26, 1994. The July 18, 1994 meeting minutes were distributed and discussed during the meeting to update the action items.

### **2. Status of Prior Action Items**

The status of prior action items was reviewed and agreements reached to formally close actions items, as appropriate. Note that action items previously tracked during the conduct of past OU4 Programmatic Meetings are considered closed unless specifically addressed below.

**Action Item 4, Finalize and submit the OU4 Phase II Requirements Project Implementation Plan.** Parsons/ES and EG&G met on July 21 & 26, 1994 to discuss WBS revisions, establish elements to be defined in the WBS Dictionary/Chart, and determine schedule for their incorporation into and issue of the Final Implementation Plan. The Final Implementation Plan (w/WBS Dictionary & Chart) are scheduled for submittal to EG&G on August 19, 1994. **Action: Parsons/ES.**

**Action 36, Parsons/ES Health & Safety Plan as a Controlled Document.** Parsons/ES forwarded a revised copy of the Phase I Health and Safety plan to EG&G on May 31, 1994. EG&G has submitted the plan to make it a controlled document. R. Ogg indicated that this plan would be used for the Phase II program, without additional input from Parsons/ES. This action will remain open until the H&S Plan becomes a controlled document. EG&G will check on the status of the Health & Safety Plan's issue as a controlled document. EG&G will revise the H&S Plan to incorporate the Phase II field activities and provide a draft to Parsons/ES for review and comment. R. Ogg indicated that S. Paris would coordinate the submittal of the draft H&S Plan to Parsons/ES sometime next week. **Action: EG&G.**

**Action 37, Parsons/ES to provide Field Training Matrix.** Parsons/ES is not funded/authorized to proceed with training for field personnel involved with the Phase II Work Plan Implementation effort in FY94. Previously, EG&G agreed to authorize training in the FY94 scope of work without increasing the FY94 budget authorization, but subsequently placed the action on hold pending verification of a potential underrun in the Phase II RFI/RI Work Plan development work package. Parsons/ES re-iterated its concern that failing to authorize the training scope in FY94 could jeopardize the scheduled initiation of the Phase II field program. R. Ogg indicated that the revised observational approach to the field program provided time in early FY95 to accomplish required training without impact to the overall field effort. He

suggested that Parsons/ES contact C. Horne (EG&G) to obtain information on the schedule and availability of training in the latter part of FY94/early FY95. Should the schedule/availability of FY95 training be inadequate for the timely implementation of the Phase II RFI/RI field program, EG&G would consider authorizing training within the FY94 scope of work. **Action: Parsons/ES and EG&G**

**Action 38, EG&G would like verification on which type of drill rig will be used for the Pond Drilling.** On July 11, 1994 (SP307:071194:01), Parsons/ES recommended that sampling/drilling in SEP 207-C and 207-B South be delayed until the remedial construction phase of the Phase I program. CDH and EPA have indicated initial concurrence with this approach. EG&G requested that Parsons/ES inform them of the type of drill rig to be used in case vertical drilling of SEP 207-C is required. Parsons/ES submitted the drill rig specifications to EG&G for review at the July 11, 1994 Programmatic Meeting and, as requested, will retransmit it to EG&G during the week of August 15, 1994. P. Nixon asked if drilling in FY95 posed any programmatic problems since the work was previously scheduled to occur in FY94. R. Ogg indicated that the current schedule did not require that drilling be accomplished in FY94, but noted that the delay would increase proposed Parsons/ES labor costs by 5% based on stipulations in the MTS contract. R. Ogg added that EG&G had already rebaselined the SEP 207-C drilling as an FY95 activity and was considering removing the activity from the Phase I contract and adding it to the scope of Phase II. EG&G agreed to advise Parsons/ES of its contractual intentions and review the drill rig specifications. **Action: Parsons/ES & EG&G**

**Action 40, Prepare Phase II Schedule and Logic Diagram for EG&G.** EG&G will provide a first draft of the schedule to Parsons/ES for review pending the completion of the revised WBS/Final Implementation Plan and the Final Phase II RFI/RI Work Plan. At that time, EG&G, Parsons/ES, and other Phase II support contractors will work together to finalize the detailed schedule. **Action: EG&G and Parsons/ES**

**Action 44, Conductivity/Temperature Survey.** EG&G indicated the survey could be accomplished via a separate contract between EG&G and Tierra provided Parsons/ES conduct a meeting to clearly define the actions required. EG&G now has the action to contract Golder to perform this work during the September, 1994 timeframe. **Action: EG&G**

**Action 50, Transition of Project Managers for Phase I RFI/RI.** At the July 18, 1994 OU4 Programmatic Meeting, EG&G requested that Parsons/ES transition the Phase I Project Manager from P. Nixon to P. Holland within two to four weeks. Parsons/ES agreed to prepare a management proposal for the change and submit for EG&G approval. EG&G and Parsons/ES agreed to delay this action pending an EG&G decision to fold the SEP 207-C Pond drilling into the Phase II RFI/RI contract. **Action: EG&G.**

**Action 51, Elimination of the Baseline Risk Assessment (BRA) from the Phase II.**

Parsons/ES provided EG&G with a copy of internal memos concerning the OU2, 3, and 6 CMS/FS efforts to disqualify the CO Water Quality Standards as an ARAR. EG&G agreed to research the issue and provide Parsons/ES with guidance as it pertained to the OU4 Phase II RFI/RI. Parsons/ES indicated support for modifying the BRA based on EG&G commitment to remediating groundwater. **Action: EG&G**

**Action 52, Demonstration of the Remedial Alternative Screening Process.** Parsons/ES briefly explained current efforts to develop a remedial alternative initial screening tool under the OU2, 3, and 6 CMS/FS program and suggested that the tool may be of value to the OU4 program. EG&G requested that a meeting be scheduled during the week of August 29, 1994 and include J. Gordon (D&M) to discuss the tool's potential applicability. EG&G and Parsons/ES agreed to close Action Item #52 and "roll" the requested meeting into Action Item #51. **Action: Parsons/ES**

### **3. Status Reporting**

#### **a. Weekly Project Status**

Parsons/ES provided a consolidated single OU4 program report to provide status as of 8/12/94 for the three (3) projects. The Weekly Project Status was not reviewed in the meeting due to EG&G time constraints. A copy of the weekly status report is attached.

#### **b. Schedule Status**

The Phase II near-term submittal dates were discussed during the meeting. The dates are as follows:

Submit WBS Dictionary and Project Implementation Plan- 8/19/94

Submit Phase II Work Plan to EG&G- 8/29/94

EG&G submittal of Phase II Work Plan to agencies- 9/1/94

#### **c. Variance Analyses**

The July 1994 Monthly Status Report and Variance Analysis were submitted on August 10, 1994. The Phase I and Phase II RFI/RI reports were reviewed during the meeting. EG&G requested an estimate to complete for Phase II so that they can determine if funds will remain in FY94 for training of field personnel in support of the FY95 field activities. No significant comments were received on the Phase I RFI/RI report.

#### **4. Other Issues**

##### **a. EG&G Issues**

- 1) Absence from office: R. Ogg told Parson/ES that he will be out of the office until 8/29/94. All technical issues should be addressed with S. Paris.

##### **b. Parsons/ES Issues**

- 1) Phase I Issues: The Phase I issues related to Status of Contract Modification Negotiations and Status of Comment Response Transmittal were not discussed due to time constraints.
- 2) Phase II Issues:
  - a) A copy of the draft Phase II RFI/RI Work Plan Comment Response Transmittal was provided to EG&G for review. R. Ogg agreed to provide comments to support the planned August 16, 1994 formal transmittal. **Action: EG&G**
  - b) EG&G stated that the proposed EG&G contract modifications to eliminate the formal Health & Safety Plan and Implementation/Support Plan deliverables from the Phase II scope of work, and formally document the August 29, 1994 milestone for submittal of the Final Phase II RFI/RI Work Plan to EG&G was still being processed.

#### **E. MEETING SCHEDULE**

The next OU4 Program Coordination Meeting is scheduled for August 29, 1994, starting at 8:00 am, in the Parsons/ES-Denver offices.

#### **F. ACTION ITEMS**

Action Items will be collected and reported for status at each weekly coordination meeting.

#### **G. ATTACHMENTS**

The following attachments are included with these minutes:

1. Agenda
2. Weekly Project Status Report for the Week of August 5 - August 12, 1994



*OU4 Programmatic Meeting*

*August 15, 1994*

*AGENDA*

- I. Review of Prior Meeting Minutes (July 18, 1994)
- II. Review of Action Item List
- III. Status Reporting
  - 1) Weekly Project Status Report
  - 2) Schedule
  - 3) Earned Value Report - July, 1994
- IV. Other Issues
  - 1) Phase I:
    - Status of Contract Modification Negotiations
    - Status of Comment Response Transmittal
  - 2) Phase II:
    - Work Plan Comment Response Transmittal
    - Status of EG&G Contract Modifications
    - Modified Risk Assessment Proposal (R. Wilkinson)